

TOWN OF CANTON

TITLE: Recreation Supervisor
DEPARTMENT: Parks and Recreation

CLASS: Full-Time
DATE: 02/22/2018

DESCRIPTION

The Recreation Supervisor will plan, organize and supervise a comprehensive public recreation program for the community including instructional programs, day camps, aquatics and special events. Administrative and technical in nature, the Recreation Supervisor works independently and establishes priorities of tasks under the management of the Director of Parks and Recreation.

EXAMPLES OF ESSENTIAL JOB DUTIES

The following statements describe the principle functions of this job and its scope or responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas of the Community Center or Parks and Recreation facilities.

- Plans, organizes and manages year round recreation programs
- Supervises, trains, evaluates and schedules seasonal and part time employees
- Oversees/verifies payroll for seasonal/part time employees
- Provides supervisory oversight to the Mills Pond Pool including facility cleanliness, staff schedules, in-service training, pool records and membership.
- Assists with organization and scheduling of leagues and special events
- Maintains records and prepares reports on recreation programs
- Develops program/policy manuals and enforces rules with department employees
- Orders program supplies and equipment.
- Handles marketing and public relations including creation of program brochures, flyers, press releases, posters, social media and e-mail systems.
- Reviews and evaluates the success of programs and makes recommendations for continuation or cancellation.
- Prepares statistical and narrative reports to the Director.
- Coordinate activities with public and private organizations.
- Develop public interest in recreational programs.
- Maintain an inventory of program equipment and supplies.
- Develop and implement short and long-term goals and objectives for program areas.
- Monitors and evaluates recreational programming and work-related conditions to determine compliance with prescribed operating, safety regulations and Department guidelines.
- Resolves procedural, operational and other work related problems by communicating with and responding appropriately to a demanding and diverse public in answering questions, explaining Department policies and handling complaints.
- Conducts research and analyzes information and data to evaluate programs and provide recommendations to Director.
- Attend events and programs as needed to enforce Department rules and policies.

- May perform additional job functions, tasks and duties as necessary and/ or requested.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

- Commitment to excellence in customer service.
- Knowledge of philosophy and objectives of municipal recreation administration.
- Knowledge of methods and techniques involved in researching, planning, organizing, implementing, programming, supervision and evaluating a variety of recreation programs and activities.
- Knowledge of policies and procedures relating to budgeting, staffing and directing recreational activities.
- Knowledge of procedures, methods and techniques used to determine and evaluate the recreation needs and interests of the community and of community recreation programs and organizations.
- Knowledge of facility and program development, and safety practices relating to recreation programs and activities.
- Ability to develop and implement innovative and interesting recreation activities and programs.
- Ability to listen well, communicate effectively and establish effective working relationships with civic groups, employees and officials, program participants and the general public having a variety of educational backgrounds and values.
- Ability to initiate, organize and follow through on comprehensive programs and projects.
- Ability to communicate effectively, both orally and in writing.
- Ability to act calmly and effectively in emergency situations.
- Ability to prepare administrative reports in a clear, logical manner.
- Ability to collaborate with other public agencies on programs at a local, regional, state and national level.
- Ability to interpret and apply regulations, policies and procedures.
- Proficient with word processing, presentation, spreadsheet and e-mail software.
- Knowledge and ability to analyze problems and develop and implement programs and activities to address these problems.
- Knowledge of recruitment, selection, training and supervision of personnel and contractual services.
- Ability to perform basic mathematical computations.
- Knowledge of Federal, State and local laws, ordinances and policies relating to various municipal government programs and operations.

REQUIRED PHYSICAL & MENTAL EFFORT and ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those that employees encounter while performing essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee will be required to use his/her own transportation.

- Regularly required to communicate effectively.
- Frequently required to walk; sit; use hands to finger, handle, or feel; and reach with hands and arms.
- Occasionally required to stand; climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/ or move up to 10 pounds and occasionally lift and/ or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.
- Required to visit off-site locations on a regular basis.
- May require additional hours beyond regularly scheduled work day (evenings and weekends).
- Works in office setting subject to continuous interruptions and background noises.
- Work may include extended periods of time viewing a computer video monitor and/ or operating a keyboard.
- Communicate effectively with individuals in person and over the telephone.
- Exposure to video display terminals on a daily basis.
- Ability to work under stress from contact with public, demanding deadlines and changing priorities and conditions.
- Ability to file letters, correspondence, reports, etc. in file cabinet drawers ranging from 1' to 7' from the floor.
- Ability to move throughout the Town, Town Hall and other Town buildings and sites.
- Frequently exposed to outside weather conditions.

MINIMUM QUALIFICATIONS REQUIRED

A bachelor's degree from an accredited institution in Recreation, Parks and Recreation Administration, or a closely related field and two (2) years related experience conducting organized recreational activities and varied administrative responsibilities.

LICENSE OR CERTIFICATE:

Must possess a valid Connecticut Motor Vehicle Operator's license and vehicle for performance of job functions. Must receive a certification for CPO/AFO within one (1) year of hire.

PREFERRED CERTIFICATIONS:

American Red Cross Lifeguard/Lifeguard Instructor

American Red Cross Water Safety Instructor/Water Safety Instructor Trainer

Note: The above description is illustrative only. It is not meant to be all-inclusive.